

Filing Policy and Procedures

To facilitate the filing of plats in a timely fashion, the following procedure shall be utilized:

1. Plat is approved by Planning Commission and City Council. A minimum of one mylar copy and four paper copies (two paper copies for the City and two paper copies for Benton County) are prepared for signatures by the project representative. You may submit as many extra copies as you need.
2. The project representative obtains the following signatures:
 - a. Owner and public notary signatures
 - b. Surveyor's signature
3. Present the minimum of the mylar and four paper copies to the Planning Office. The City will obtain the remaining signatures (Mayor, City Recorder, Planning Commission Chairman, and Director of City Services).
4. The City will file the minimum of four originals and the mylar with Benton County. Benton County will keep two paper copies.
5. The City will keep the original mylar and the remaining two paper copies in the planning office.
6. The extra copies are sent to the surveyor. Please indicate if you would like extra copies sent to a different or multiple parties.

Please note:

- [If a closing is contingent upon a recorded plat's book and page number: **Please plan your closing times accordingly.** [It may take up to or more than one week to have a plat recorded.
- All approved plats must be filed within 30 days of approval. Plats not filed within 30 days will be considered invalid by the City and will require re-approval.
- The City will not accept work from any party(ies) not complying with the procedures.